

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO: Chief Payroll Officers  
All State Agencies**

**DATE: May 12, 2009**

**FROM: Marc A. Leonetti  
State Controller**

**SUBJECT: Payroll Sign-Off For Pay Period #24 Ending 5-23-09  
CPO 09-13**

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To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 12:00 pm on Tuesday, May 26, 2009.**

Payroll accounts can be transmitted on Friday, May 22, 2009 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/Ima